

MANAGER OF OPERATION SERVICES

(Milwaukee Public Schools)

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

The Manager of Building Operations Services is one of three managers reporting to the Director of Facilities and Maintenance (FMS). The three primary areas of FMS include Building Operations, Maintenance and Repair and Design and Construction. The Building Operations group is responsible for the operations of approximately 159 Milwaukee Public School buildings and five administrative buildings.

The Purpose of the position is to provide oversight of the Milwaukee Public Schools Building Operations group, the Small Engine Shop and the Pesticide Crew.

Essential Functions:

- Oversee, coordinate and evaluate the activities of the Building Operations group, Pesticide Crew and Small Engine Shop, which includes recruiting, hiring, overseeing payroll, and ensuring assignment of approximately 625 building operations staff, and evaluating and recommending disciplinary action.
- Meet with top management, internal staff, government agencies, employees, school staff, parents and news media regarding buildings and grounds and related issues. Prepare reports and provide information.
- Develop and recommend the overall budget for assigned areas including the costs involved with personnel, waste and recycling, building security systems, supplies and equipment. Assist in the development of the annual operations budget.
- Participate in contract negotiations with various bargaining units. Respond to first step grievances.
- Develop and oversee training of employees.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Minimum Requirements:

1. Bachelor's Degree in Mechanical Engineering, Facility Management, or a related field from an accredited college or university.
2. Five years of high level facilities management experience performing duties related to the above listed essential functions, managing a comparable size multi-facility employer with several hundred workers. Supervisory experience must include handling personnel and labor relations issues, including grievances and disciplinary action.

Note: Equivalent combinations of education and experience may be considered.

3. Must obtain the following certifications within one year of employment:
 - a. American Society of Power Engineers Inc. (A.S.O.P.E.) Power Plant Operating Engineer's third class license (or higher) and a City of Milwaukee Stationary Engineer's Permit to Operate Low Pressure Boilers.
 - b. National Swimming Pool Foundation Certification. Must be maintained throughout employment and renewed every five years.
 - c. State Pesticide Certification Category 7.1. Must be maintained throughout employment and renewed every five years.
4. Valid driver's license at time of appointment and throughout employment.
5. Availability of a properly insured personal vehicle at time of appointment and throughout employment.
6. Residency in the City of Milwaukee within one year of appointment and throughout employment.

Desirable Qualifications:

- International Executive Housekeeping Association (IEHA) Certification

Knowledge, Skills, Abilities and Personal Characteristics:

- Knowledge of facility management principles.

Manager of Operation Services (MPS)

- Knowledge of integrated pest management practices.
- Knowledge of mechanical systems.
- Knowledge of site related maintenance including lawn maintenance and snow removal.
- Ability to negotiate labor agreements and handle employee grievances.
- Ability to use word processing software, spreadsheet, and word processing computer applications as well as building facility computer systems.
- Management and leadership skills
- Supervisory skills, including responsibility for hiring, scheduling and assigning work, directing staff, monitoring employee performance.
- Ability to build and maintain effective relationships with a diverse, multi-disciplinary team as well as top management, utility representatives, government officials, union leaders, parents, news media, and MPS staff.
- Ability to be tactful, diplomatic and discrete in dealing with others.
- Ability to identify and analyze complex and difficult problems involving frequently changing conditions.
- Considerable judgment, initiative and creative problem-solving in areas where procedures are unclear.
- Oral communication skills.
- Written communication skills, including the ability to prepare reports.
- Ability to work independently to make independent decisions.
- Ability to plan, establish priorities and complete work with aggressive deadlines.
- Ability to prepare and manage complex budgets.

The Current Salary Range is: \$78,849 to \$114,439 annually, with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 4, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, online at www.milwaukee.gov/jobs, or by calling (414) 286-3751.